



City of Branson

Where Values Are The Difference

VACANCY NOTICE

Job Title: OFFICE ASSISTANT II – Parks & Recreation Department
Opening Date: Tuesday, March 29, 2011; position is open to internal and external applicants
Closing Date: Position will remain open until filled or a sufficient applicant pool has been identified.
Work Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.; hours may vary
Beginning Salary: \$12.3910/hourly

POSITION SUMMARY: This position involves clerical work of routine difficulty and is responsible for performing simple and repetitive clerical duties in the Parks & Recreation Department. The work requires the operation of standard and electronic office equipment. This position works under direct supervision of the Office Specialist.

MINIMUM QUALIFICATIONS: High school graduate or GED equivalent. One year of experience in clerical work. Must possess a valid Motor Vehicle Operator's license. Must successfully complete a background investigation and pre-employment substance abuse testing. Must be able to lift, carry, push and/or pull up to twenty-five (25) pounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Answers telephones and/or greets visitors. Directs phone calls to appropriate personnel. Receives complaints and inquiries; takes messages and responds to routine questions. Operates standard or electronic office equipment in the performance of routine clerical operations. Sorts and files correspondence and documents alphabetically, numerically, or by other established methods. Maintains calendar and schedules meetings. Communicates updated information to other front desk staff concerning changes in procedures or program information to ensure consistency in customer service. Composes letters and other correspondence and proofs typed documents for accuracy, spelling, punctuation and grammar. Assists with processing of contracts for third party vendors as part of the contract management process. Through the RecTrac software, takes facility reservations for park pavilions and meeting rooms; takes program/event registrations and payments; balances daily cash drawer and reconciles report. Through Naviline software, assists with entering purchase orders and requisitions, payroll entry, and calculating time cards. Assist with deposits as needed.

To be considered for this position, a completed City Application, Supplemental Questionnaire, and Request for Criminal Record Check Form must be submitted to the City of Branson Personnel Dept., 110 W. Maddux St., Ste. 315, Branson, MO 65616. For a copy of the full job description, or to obtain all necessary application materials, please contact the City of Branson Personnel Department. This information is also available for download at **www.bransonmo.gov** under the employment tab. Applicants are required to complete a separate City Application, Supplemental Questionnaire, if applicable, and Request for Criminal Record Check Form for each posted vacancy. Applications submitted for no particular vacancy are retained on active file for one year and may be used only once.

The City of Branson is an Equal Employment Opportunity Employer and, therefore, does not discriminate against employees or applicants for employment on the basis of race, color, religion, national origin, sex, military status, age, disability, political opinions or affiliations, or any other characteristic protected by law, except that no person shall be employed who advocates or belongs to a group which advocates the violent overthrow of our government. A copy of the City of Branson's EEO short form may be obtained from the Personnel Department by request. All individuals hired will be required to provide documentation to establish identity and employment authorization as a condition of employment in accordance with the Immigration Reform Act. In accordance with the Americans with Disabilities Act (ADA), a position description outlining the essential job functions for each of the vacancies listed below is available for review and reasonable accommodations for the application and testing processes will be made upon request.

The City of Branson has an Employee Tobacco Free Policy. Employees will not be allowed to utilize tobacco products while on regular paid time, including any paid break times. This includes smokeless tobacco products.

City of Branson, Personnel Department, 110 W. Maddux Street, Suite 315, Branson, MO 65616
417-337-8555 – Phone, 417-337-5466 – Fax, personneldept@bransonmo.gov - Email